

BOBBY JINDAL  
GOVERNOR



PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

September 25, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-14

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: LSU Health Plan Deduction Entries for Plan Year 2013

As explained in OSUP Memo [#2009-06](#), agency personnel are responsible for maintenance of LSU Health Plan wage types (Flex - 3124, \*LSU Health Plan; Non-Flex - 3125, LSU Health Plan; and 3134, LSU Hlth Pln-ER). **Agencies must set up 2013 plan year deductions after confirming the employee's coverage.** These deductions are entered on Infotype 0014 (Recurring Payments/Deductions).

**Note:** Premiums are "pre-paid" similar to OGB Health, so they are deducted one month in advance. Agencies should not use an end date of 12/31/9999 since new deduction records must be set up each year. Agencies should be evaluating coverage and premium changes for both employee and employer share each plan year. Plan year deductions should begin the first pay period in December and end the last pay period in November. For example, deductions for 2013 plan year should have a begin date of 11/26/12 and an end date of 11/24/13.

New plan year premiums can be located on the LSU First website at <http://www.lsufirst.lsu.edu>. Round up when determining the semi-monthly deduction amounts from the monthly chart.

Suggested text to be added to IT0014 when establishing the deductions for the next plan year is as follows:

IT0014 – Establish deduction to continue same coverage for plan year 20XX.  
Your initials and date MM/DD/YY.

Or

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-14

September 25, 2012

Page 2

IT0014 – Establish deduction to change (Option, Coverage, or Flex/Non-Flex) from XX to XX. Your initials and date MM/DD/YY.

Agencies should run a payroll simulation, ZY08, upon completion of applicable LaGov HCM entries to verify the correct withholding/refund amounts of current and/or one-time premiums.

Agencies with LSU Health Plan members must forward the GB-01 form to the LSU System, as well as OGB, for all coverage changes or cancellations since LSU maintains/controls eligibility for the LSU Health Plan.

If you have any questions in reference to how these deductions should be set up, please contact the [LaGov HCM Help Desk](#). Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](#) or (225):

Michelle Richmond	342-5357	Brandy Boyd	342-5354
Desiree Jefferson	342-5377	Jodi Bullock	342-5345
Jessamye Charette	342-5344		

APH:MFR/pbh